- **Director, Public Library Network (GMG/SEG 3), Headquarters**

Required Skills/Education

- ✓ University degree in Library and Information Science or any other Library designation from a recognized institution. Post graduate degree in Management, Organizational Development, or any other related Social Science discipline would also be a distinct asset.
- ✓ Formal training in budget preparation and the project development cycle
- ✓ Highly developed analytical, interpersonal and communication skill

Specialized Techniques/Knowledge

- ✓ Sound Knowledge of Facilities Planning and Project implementation and monitoring techniques
- ✓ Expert knowledge of Public Library Systems
- ✓ Sound knowledge of library technology and information system

Required Knowledge

- ✓ A minimum of three (3) years experience in the administration and operations of a library network with at least one (1) year at a senior level in operations.
- ✓ A minimum of one year on the job experience with the JLS at a senior level

Functional Responsibilities

- ✓ Participants in Policy formulation for the Library network
- ✓ Provide oversight, guidance and direction of administration of the Public Library Network operations
- ✓ Translate policy objectives for the Public Library Network into operational plans and procedures
- ✓ Co-ordinate with planners, civic groups and regional library committees regarding the establishment/relocation/upgrading/closure of public library facilities
- ✓ Implement procedures to ensure maintenance of collections
- ✓ Plan and facilitate outreach programmes, workshops and seminars and other events and participate in discussions in various forms on the status and development of information infrastructure in Jamaica
- ✓ Keep abreast of developments in library technology and recommends changes to public library network operations
- ✓ Provide requisite guidance of the technical units at the Jamaica Library Service, Headquarters
- ✓ Ensure specimen and other special print and digital collections are properly maintained

Authority

- ✓ Develop operating procedures and performance standards

Salary Scale: $5,457,937.00 p.a to $7,340,318.00 p.a.